D115: DEMO OF IATF 16949:2016 DOCUMENT KIT Price 499 USD

A complete editable documented Information package (Quality manual, annexure of QM, procedures, process, process approach, exhibits, work instruction, plan, format, audit checklist, etc.)

Website: https://www.certificationconsultancy.com/IATF-16949-documents-manual-procedures.htm

Chapter-1.0 CONTENTS OF IATF 16949:2016 DOCUMENT KIT (More than 182 document files)

A. The Total Editable Document kit has 12 main directories as below:

Sr. No.	List of Directory	Details of Documents
1.	Quality Manual	01 Files in MS-Word
2.	Annexure of Quality manual	15 Files in MS-Word
3.	Procedures	20 Procedures in MS-Word
4.	Process	28 Process in MS-Word
5.	Process Flow Chart	13 process flow chart in MS-Word
6.	Exhibits	04 exhibits in MS-Word
7.	Work Instruction	32 Work Instruction in MS-Word
	Production	29 Work Instruction in MS-Word
	Quality Control	03 Work Instruction in MS-Word
8.	Plan	06 Plan in MS-Word / Excel
9.	Blank Formats /Templates to retain documented information Name of departments	60 Blank formats in MS-Word / Excel
	Management Representative / QMS	24 Formats in MS-Word / Excel
	HR & Training	09 Formats in MS-Word
	Purchase	08 Formats in MS-Word
	Sales & Marketing	05 Formats in MS-Word
	Production	03 Formats in MS-Word
	Quality Control	02 Formats in MS-Word
	Design & Development	02 Formats in MS-Word
	Maintenance	03 Formats in MS-Word
	Packing & Dispatch	02 Formats in MS-Word
	Stores	04 Formats in MS-Word
10.	IATF 16949:2016 Audit Checklist	More than 350 questions
11.	Sample Risk Assessment sheet	01 File in MS-Excel
12.	IATF 16949:2016 document compliance matrix (Requirements wise reference documented information)	01 File in MS-Word

For more information about IATF 16949:2016 Documentation kit Click Here

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Total 182 files in editable form for Quick Download by e-delivery

B. Documented information package: -

Our document kit comprises sample documents required for IATF 16949:2016 certification for automobile sector as listed below. All documents are in MS-Word / excel format and you can edit it. You can do changes as per your company needs and within few days your entire documents with all necessary system requirement scan be made ready. In the IATF 16949:2016, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, IATF 16949:2016 standard is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. **Maintain documented information (including procedures at few places) Scope, quality manual, process, policy etc.)**
2. **Retain documented information (Forms - templates)**

Under this directory, further files are made in the Word Document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

1. Quality Manual (10 Chapters):

It covers sample copy of quality manual and clause-wise details on how IATF 16949:2016 systems are implemented. It covers the context of organization, sample policy, objectives, scope; organizations structure as well as macro level each requirement from 4 to 10 of IATF 16949:2016 on how it is implemented in the organization. It covers IATF 16949:2016 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per IATF 16949:2016 for implementation. It covers sample copy of quality manual and clause-wise details on how IATF 16949:2016 systems are implemented.

(A) Table of Contents

For more information about IATF 16949:2016 Documentation kit Click Here

4.0	4.1		Understanding the organization and its context	00	12-17	**4.0**
	4.2		Understanding the need and expectations of interested parties	00		
	4.3		Determining the scope of the quality management system			
		4.3.1	Determining the scope of the quality management system – supplemental	00		
		4.3.2	customer–specific requirements	00		
	4.4		Quality management system and its processes			
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	6.2		Quality objectives and planning to achieve them	00		
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		7.1.4	Environment for the operation of processes			
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2. Annexure of Quality Manual (15 Annexure):

It covers sample copy of quality manual annexure on how IATF 16949:2016 systems are implemented. It covers the context of list of documented information, Glossary of terms and Definitions, Quality Policy, Organization Structure, Organization Knowledge,

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Communication Matrix, corporate responsibility policy, List of Interested parties , Internal Laboratory Scope, List of Process Owner as per requirements of IATF 16949:2016 on how it is implemented in the organization. It covers IATF 16949:2016 documents for tier-1. It has total 15 annexure.

List of Annexure

Anx–I	List of Documented Information	00	1 – 4	==========
Anx–II	Glossary of terms and Definitions	00	1 – 7	==========
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Anx–VII	Communication Matrix	00	1 – 4	==========
Anx–VIII	Policy On Anti Bribery	00	1 – 1	==========
Anx–IX	Policy On Employee Code Of Conduct	00	1 – 3	==========
Anx–X	Ethical Escalation Policy	00	1 – 1	==========
Anx–XI	Whistle Blowing Policy	00	1 – 1	==========
Anx–XII	List of Interested parties	00	1 – 2	==========
Anx–XIII	Record Retention Policy	00	1 – 2	==========
Anx-XIV	Internal laboratory Scope	00	1 – 2	==========
Anx-XV	List of Process Owner	00	1 – 1	==========

3. Procedures (20 procedures):

It covers a sample copy of mandatory procedures as per IATF 16949:2016 covering all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

List of Procedures

1.	PRO/QMS/01	Document and Data Control
2.	PRO/QMS/02	Corrective & Preventive Action
3.	PRO/QMS/03	Internal Audit
4.	PRO/QMS/04	Management Review
5.	PRO/QMS/05	Control of Records
6.	PRO/QMS/06	Control Of Monitoring And Measuring Equipment
7.	PRO/QMS/07	Risk Management
8.	PRO/QMS/08	Training
9.	PRO/QMS/09	Contingency Plan
10.	PRO/QMS/10	Communication

For more information about IATF 16949:2016 Documentation kit Click Here

11.	PRO/QMS/11	Failure Mode effect Analysis
12.	PRO/QMS/12	Control Plan
13.	PRO/DND/01	Design & Development Procedure
14.	PRO/PRD/01	Control of Non–Conforming Products and Services
15.	PRO/MKT/01	Customer Survey
16.	PRO/MKT/02	Contract Review
17.	PRO/PUR/01	Purchasing
18.	PRO/STR/01	Identification of products
19.	PRO/STR/02	Traceability
20.	PRO/STR/03	Preservation

4. Process (28 process templates)

It covers guideline for processes interaction model useful for process input and output. It covers activities of all the main and critical processes as listed below with input-output matrix for organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix list of documents input and output as well as interlink age of documents with other departments are given.

List of process

1.	Interaction of Processes	PRS/MNT/01
2.	Managing Calibration and Verification Records	PRS/QC/01
3.	Competences	PRS/HR/01
4.	Employee Motivation & Empowerment	PRS/HR/02
5.	Internal Auditor Competency	PRS/QMS/01
6.	Statutory & Regulatory Requirements (Process to Ensure That Purchased Products, Processes, And Services Conform The Current Applicable Statutory and Regulatory Requirements in the Country of Receipt ,the country of Shipment and the Customer Identified Countries of destination)	PRS/QMS/02
7.	Control Of Changes	PRS/QMS/03
8.	Internal Audit Program	PRS/QMS/04
9.	Continual Improvement Process	PRS/QMS/05
10.	Second party audits process	PRS/QMS/06
11.	Review, Distribution and implementation of All Customer Engineering Standard / Specification	PRS/MKT/01
12.	Design & Development Process	PRS/DND/01
13.	Manufacturing Process Design Input Requirements	PRS/DND/02
14.	Product Safety	PRS/PRD/01
15.	Process to indentify, Document and Implement Special Characteristics	PRS/PRD/02
16.	Identification and Traceability Process	PRS/PRD/03
17.	Control Of Reworked Product	PRS/PRD/04

18.	Control Of Repaired Product	PRS/PRD/05
19.	Nonconforming Product Disposition	PRS/PRD/06
20.	Problem Solving	PRS/PRD/07
21.	Error Proofing	PRS/PRD/08
22.	Total Productive Maintenance	PRS/PRD/09
23.	Indentify ,Document and Maintain a list of Process Controls, Including Inspection Measuring, Test and Error-Proofing devices that includes the primary Process Control and Approval Back-Up or Alternate Methods	PRS/PRD/10
24.	Contingency Plan	PRS/PRD/11
25.	Maintenance Objectives	PRS/PRD/12
26.	Supplier Selection Process	PRS/PUR/01
27.	Process to Indentify Outsourced Processes	PRS/PUR/02
28.	Supplier Monitoring	PRS/PUR/03

5. Process approach (13 process approach templates)

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and activities of all the main and critical processes as listed below with input-output matrix for organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix list of documents input and output as well as interlink age of documents with other departments are given.

List of process approach

1.	E/QMS/02/CSD	Process Flow Chart of Customer Service
2.	E/QMS/02/DES	Process Flow Chart of Dispatch
3.	E/QMS/02/DND	Process Flow Chart of Design And Development
4.	E/QMS/02/ENG	Process Flow Chart of Engineering
5.	E/QMS/02/MKT	Process Flow Chart of Marketing
6.	E/QMS/02/MR	Process Flow Chart of Manage Management Representative
7.	E/QMS/02/PRD	Process Flow Chart of Production
8.	E/QMS/02/DND(PR)	Process Flow Chart of Process Design
9.	E/QMS/02/PUR	Process Flow Chart of Purchase
10.	E/QMS/02/QCD	Process Flow Chart of Quality Control
11.	E/QMS/02/STR	Process Flow Chart of Stores
12.	E/QMS/02/SUB	Process Flow for Subcontractor
13.	E/QMS/02/TRG	Process Flow for Training Activity

6. Exhibits (04 exhibits)

It covers Skill Requirements, Multi skill requirements, Document Identification and Codification System and Defect wise Disposal Of Non–Conforming Products & Services etc.

List of exhibits

1. Exhibit for Skill requirements

2. Exhibit for Multi skill requirements
3. Exhibit for Document Identification and Codification System
4. Exhibit for Defect wise Disposal Of Non–Conforming Products & Services

7. Work Instruction (29 work instruction for production and 03 for Q.C)

It covers machine wise operation work instruction for how to perform work on machine by operator.

List of work instruction

Production

1.	W/PRD/01	Cincinnati Center Less Grinding machine	16.	W/PRD/16	Roundness Tester
2.	W/PRD/02	I.B.G. – 3 Bore grinding Machine	17.	W/PRD/17	Scar loss Center Less grinding machine
3.	W/PRD/03	IBG in Bore Dept.	18.	W/PRD/18	Outer Track Honing Machine (Siebu – 1)
4.	W/PRD/04	Inner Track in External Dept.	19.	W/PRD/19	Inner Track Honing Machine (Siebu – 2)
5.	W/PRD/05	Outer Track in O/R Dept.	20.	W/PRD/20	Bore grinding Machine (Sunrise China – 2)
6.	W/PRD/06	Initial Job Set Up	21.	W/PRD/21	I.B.G. – 1 Bore grinding Machine
7.	W/PRD/07	inner track grinding machine (gendrone)	22.	W/PRD/22	I.B.G. – 4 Bore grinding Machine
8.	W/PRD/08	INNER TRACK Grinding Machine (Toyoda)	23.	W/PRD/23	Roundness Tester
9.	W/PRD/09	Micron – 1 grinding machine	24.	W/PRD/24	Outer track Grinding Machine (Toyo O/R – 02)
10.	W/PRD/10	NIppy Duplex Surface Grinding Machine.	25.	W/PRD/25	Outer track Grinding Machine (Toyo O/R – 02)
11.	W/PRD/11	Parivartan Surface Grinding Machine.	26.	W/PRD/26	Outer track Grinding Machine (Toyo O/R – 04)
12.	W/PRD/12	Outer Track Honing Machine (Pragati – 1)	27.	W/PRD/27	Tools (Back Plate)
13.	W/PRD/13	Inner Track Honing Machine (Pragati – 2)	28.	W/PRD/28	Tools (Quill)
14.	W/PRD/14	Profile Projector	29.	W/PRD/29	Tools (Shoe)
15.	W/PRD/15	Roughness Tester			

Quality Control

1.	W/QCD/01	Incoming Inspection And Testing	3.	W/QCD/03	Final Inspection & Testing

2. W/QCD/02 In Process testing

8. Plan (06 plan templates)

It covers a sample copy of plans are required to establish control and create system in the organization for monitoring and measuring. The samples given are guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 06 plans are provided as per the list given below

List of plans

1. CAP/01 Calibration plan
2. CNP/01 Contingency Plan
3. CP/01 Control Plan
4. MSA/01 Measurement system analysis plan
5. PP/01 Preservation plan
6. VP/01 Verification plan

9. Blank sample formats for all the departments (60 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given are guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 60 blank formats are provided as per the list given below.

List of blank formats

QMS & MR			
1.	Master List & Distribution List of Documents	13.	List for Control of Customer Supplied Documents
2.	Change Note	14.	Communication Report
3.	Calibration Status of Instrument / Equipment	15.	Management review meeting
4.	Master List of Records	16.	Risk analysis Sheet
5.	Quality Objectives Monitoring Sheet	17.	Preventive Action Report
6.	Internal Audit Plan / Schedule	18.	Product / Process Audit Plan / Schedule
7.	IATF 16949:2016 QMS Clause wise Audit Review Report	19.	Product Process Audit Check List
8.	Internal Quality Audit Non–Conformity Report	20.	PP Quality Audit Non–Conformity Report
9.	Quality Objective Plan	21.	Potential Failure Mode Effects Analysis

			Sheet
10.	Corrective Action Report	22.	Process Control Plan
11.	List of Legal License / certificates	23.	List of Qualified Internal Auditor and Criteria
12.	List of External Origin Documents	24.	List of Applicable Statutory and Regulatory Requirements
HR & Training			
1.	Training Calendar	5.	Training Attendance Sheet
2.	Training Need Cum Record Sheet	6.	Performance Appraisal Report – Functional Heads
3.	Induction Training Report	7.	Performance Appraisal Report – Staff
4.	Job Description And Specification	8.	Manpower Requirement Form
5.	Multi Skill Analysis		
Purchase			
1.	Purchase Order	5.	Annual Purchase order
2.	Indent and Incoming Inspection Record	6.	Job Work Contract
3.	Approved external provider list & Annual purchase order	7.	Sub Contractor Audit Report
4.	External Provider Registration Form	8.	Vendor Rating
Sales & Marketing			
1.	Enquiry / Contract Review Report	4.	Customers property monitoring Register
2.	Customer Complaints Report	5.	List of Customers with Specific Requirements
3.	Customer Feedback Form		
Production			
1.	Disposal of Non–Conforming of Product & Service	3.	Production Plan
2.	Disposal of Non–Conforming of Product & Service-Customer Returns Good	4.	
Quality Control			
1.	Incoming Inspection & Testing Report	2.	Final Inspection & Testing Report
Design & Development			

1.	Design And Development Plan	2.	Design Review Minutes Of Meeting – Stage Wise Report
Maintenance			
1.	Breakdown History Card	3.	Equipment Wise Preventive Maintenance Check Point
2.	Preventive Maintenance Schedule		
Packing & Dispatch			
1.	Packing Report / Slip	2.	Invoice / Bill
Stores			
2.	Gate Pass	5.	Preservation Assessment Report
3.	Material Issue Slip	6.	Goods Receipt Note

10. IATF 16949:2016 Audit Checklist (More than 350 Questions)

This covers audit questions based on the IATF 16949:2016 requirements for each department as per the list of departments given below. It will be a very good tool for the auditors to make Audit Questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 350 Questions are prepared on the basis of IATF 16949:2016. It can be logically used for auditing during internal audit for IATF 16949:2016 to establish proper audit trail

11. Sample risk assessment sheet

The ready-to-use risk template in editable form is given to prepare the risk document for the organization. It is given in an excel format and can be used as a template.

12. IATF 16949:2016 document compliance matrix

The IATF 16949:2016 clause requirement wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user to understand how this system is made.

Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our ready-made training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man years) in the preparation of ISO documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

Chapter-3.0USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware: -

- Our document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software: -

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Documentation kit: -

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The kit content is developed under the guidance of experienced experts.
- The kit provides a model of the Management system that is simple and free from excessive paperwork.

Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the IATF documents.
2. The kit takes care of all the sections and sub-sections of IATF standard and helps you to establish better system.
3. The document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry requirements and create their own IATF documents for their organization.
4. It will save much of the time and cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system due to our proven documents and templates developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

For Purchase Click Here ➡ **Contact Us**

For more information about IATF 16949:2016 Documentation kit Click Here